

The information required below will be submitted as part of the application via the Grants Management System (GMS). Use these forms as guides only!

Career Technical Education
Demonstration Project Grant Program
SAMPLE FORMS AND SCORING RUBRIC



Jillian Balow
State Superintendent of Public Instruction
Wyoming Department of Education



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**CTE DEMONSTRATION PROJECT GRANT APPLICATION COVERSHEET
2016-2018**

APPLICANT INFORMATION

School District: _____

Address: _____

Phone: _____ E-mail: _____

PROJECT COORDINATOR INFORMATION

Name: _____ E-mail: _____

Cell Phone: _____ Business Phone: _____

PROJECT INFORMATION

Grant Project Title: _____

Amount Requested: _____

Program Funding Category: _____ Existing _____ New

CORE PROJECT PARTNERS

1. College (Required): _____

Contact: _____ Phone: _____

2. Business or Industry: (Required): _____

Contact: _____ Phone: _____

3. Other School Districts (Optional): _____

Contact: _____ Phone: _____

4. Other (Optional): _____

Contact: _____ Phone: _____

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ASSURANCES

If the proposal is selected for funding as a 2016-2018 CTE demonstration project grant, the project partners will:

1. Abide by all district, state and federal laws applicable to the proposal.
2. Comply with all project guidelines and meet all reporting requirements.
3. Provide documentation, evaluations, and data as requested by the WDE Project Manager.
4. Support and assist monitoring by the WDE Project Manager.
5. Allow project staff to present at national, state or local level workshops at the request of the WDE to promote the demonstration site model.
6. Provide school and partnership facilities that appropriately accommodate the demonstration project.
7. Allow access to those outside the partnership and provide technical assistance about the project.

District Superintendent

Date

College/University President

Date

Business or Industry Representative

Date

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**CTE DEMONSTRATION PROJECT BUDGET ACCOUNTING STRUCTURE
2016-2018 CTE DEMONSTRATION PROJECT GRANT PROPOSAL**

Total Amount Requested:

100 - 500 SERIES-

Identify budget line items under each specific **series (100-500)**. Itemize specific expenditures described and justified in the budget narrative below. Identify a date that the expenditure will be completed.

	Expenditure Date	Year	Program Costs
1		1	
2		1	
3		1	
4		1	
5		1	
Year One Total			

Purchased Services	Expenditure Date	Year	Program Costs
1		2	
2		2	
3		2	
4		2	
5		2	
Year Two Total			

Series 300 Total	
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Budget Narrative: Explain all reasonable and necessary funding requests as outlined above.

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Scoring Rubric for CTE Demonstration Project Grant

School District: _____

Requested Funding Amount: _____

Reader: _____ **Total Points Given:** _____

1) Coversheet, Table of Contents				
Points for this item: _____ X 1 = _____ (0 or 3 pts)	3 pts All items complete on the coversheet. Table of contents included.			0 pts One or more items are not completed.
Reader Comments:				
2) Project Narrative				
Points for this item: _____ X 5 = _____ (0-15 pts)	3 pts The overview thoroughly outlines the project and how it will create, implement, and sustain itself.	2 pts The overview generally outlines the project and how it will create, implement, and sustain itself.	1 pt The overview vaguely outlines the project.	0 pts The statement is incomplete in its explanation of the project.
Reader Comments:				
3) Implementation Plan				
Points for this item: _____ X 5 = _____ (0-15 pts)	3 pts The plan thoroughly describes action steps, identified resources, timeline, responsible individual(s), and resulting evidence of success.	2 pts The plan generally describes action steps, identified resources, timeline, responsible individual(s), and resulting evidence of success.	1 pt The plan vaguely describes action steps, identified resources, timeline, responsible individual(s), and	0 pts The plan does not address all of the required sections including action steps, identified resources, timeline, responsible

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			resulting evidence of success.	individual(s), and resulting evidence of success.
Reader Comments:				
4) Preparation				
Points for this item: _____ X 8 = _____ (0-24pts)	3 pts The project has elements to prepare secondary students for post-secondary options that address both college/career readiness or accountability and evaluation systems.	2 pts The project has elements to prepare secondary students for post-secondary options but only addresses one area of college/career readiness or accountability and evaluation systems.	1 pt The project has elements to prepare secondary students for post-secondary options but does not address college/career readiness or accountability and evaluation systems.	0 pts The project has no elements to prepare secondary students for post-secondary options.
Reader Comments:				
5) Connection				
Points for this item: _____ X 8 = _____ (0-24 pts)	3 pts The project has elements that connect academic and technical curriculum grounded in academic and industry standards in all 3 areas of partnerships,	2 pts The project has elements that connect academic and technical curriculum grounded in academic and industry standards in one or two areas of partnerships, professional	1 pt The project has elements that connect academic and technical curriculum grounded in academic and industry standards but does not address	0 pts The project has no elements that connect academic and technical curriculum grounded in academic and industry standards.

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	professional development, or technical skill assessment.	development, or technical skill assessment.	partnerships, professional development, or technical skill assessment.	
Reader Comments:				
6) Innovation				
Points for this item: _____ X 8 = _____ (0-24 pts)	3 pts The project has 5 or more elements of innovative strategies of student access to career choices or opportunities for dual enrollment.	2 pts The project has 3-4 elements of innovative strategies of student access to career choices or opportunities for dual enrollment.	1 pt The project has 1-2 elements of innovative strategies of student access to career choices or opportunities for dual enrollment.	0 pts The project has no elements of innovative strategies of student access to career choices or opportunities for dual enrollment.
Reader Comments:				
7) Support				
Points for this item: _____ X 8 = _____ (0-24 pts)	3 pts The project has 5-6 elements that support Wyoming workforce development, economic development or education needs.	2 pts The project has 3-4 elements that support Wyoming workforce development, economic development or education needs.	1 pt The project has 1-2 elements that support Wyoming workforce development, economic development or education needs.	0 pts The project has no elements that support Wyoming workforce development, economic development or education needs.

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Reader Comments:				
8) Budget Narrative				
Points for this item: _____ X 8 = _____ (0-24 pts)	3 pts The project budget narrative was specifically outlined on the required forms. No discrepancies were identified. Narrative specifically described all project costs and/or expenditure timelines.	2 pts The project budget narrative was generally outlined on the required forms. Minimal discrepancies were identified. Narrative generally described all project costs and/or expenditure timelines.	1 pts The project budget narrative was generally outlined on the required forms. Several discrepancies were identified. Project costs and/or expenditure timelines were not discussed.	0 pts The project budget narrative was not outlined and/or on required forms. Major discrepancies were identified. Project costs or expenditure timelines were not discussed.
Reader Comments:				
9) Assurances and Supporting Documentation				
Points for this item: _____ X 5 = _____ (0 or 15 pts)	3 pts The project does have required assurances or supporting documentation.			0 pts The project does not have required assurances or supporting documentation.
Reader Comments:				